

**GUIDANCE ON THE SUBMISSION OF THE STANDARD FORM 85P AND
REQUESTING NATION CRIME INFORMATION CENTER CHECKS**

A. VERIFY U.S. CITIZENSHIP PER APPENDIX I OF SECNAVINST
5510.30A.

B. COMPLETE STANDARD FORM 85P, ENTERING "AGENCY USE
INFORMATION" AS FOLLOWS:

BLOCK "A" - Enter "02B" for NACI.

BLOCK "B" - Enter "7" when attaching information
(such as information on citizenship or
developed issues). Enter "2" if credit
check is required. If needed, both may be
requested (Example: 7,2 or 2,7)

BLOCK "C" - Enter "5" for moderate risk positions

BLOCK "D" - Leave Blank

BLOCK "E" - Leave Blank

BLOCK "F" - Leave Blank

BLOCK "G" - Leave Blank

BLOCK "H" - Leave Blank

BLOCK "I" - Fill in with "contractor"

BLOCK "J" - Enter your 4-digit code (Submitting Office
Number)(SON) assigned by OPM to your
command

BLOCK "K" - Check "none"

BLOCK "L" - Enter your 4-digit code - Security Office
Number (SOI) assigned by OPM to your
command. Complete a PIPS form 11 and
forward to OPM to request a SOI for your
command or activity.
*NVOO is not authorized for SF 85P
requests.

BLOCK "M" - Check "none".

BLOCK "N" - Enter "DoD-Navy" for US Navy civilian
personnel

BLOCK "O" - Enter UIC or RUC and complete return
address

BLOCK "P" - Enter the name and title, signature and
telephone number of the individual
authorizing the request. Provide a
commercial telephone number, including area
code. This is the person OPM will contact
concerning specific case related submission
errors.

C. HAVE INDIVIDUAL COMPLETE NATIONAL CRIME INFORMATION CENTER (NCIC) VOLUNTARY CONSENT FORM.

D. CONDUCT NCIC-2000 System III database query via local Department of the Navy (DON) Law Enforcement (LE). The following pertains:

1. Queries with terminal-access off state CSAs-systems are to use Purpose Code (PUR) of "C" (administration of criminal justice).

2. The NCIC 2000 System III database queried by DON LE, with terminal-access off state CSAs-systems are to use Purpose Code (PUR) of "C" (administration of criminal justice - includes law enforcement purposes) when screening visitors to military installations.

3. When local DON LE terminal operators conduct NCIC III queries on visitors, the terminal operators must specifically log (for up to one year), the "reason for request" as "military installation visitor".

E. FINGERPRINT INDIVIDUAL.

F. REVIEW SF85P AND MAKE TRUSTWORTHINESS DETERMINATION USING CRITERIA FOUND IN APPENDIX G OF REF. (B).

G. SUBMIT FINGERPRINT CARD AND 85P to OPM.

H. RETAIN NCIC CONSENT FORM ON FILE.

I. SECURITY MANAGERS WILL FORWARD THE NECESSARY DATA FOR THOSE PERSONNEL WITH FAVORABLE TRUSTWORTHINESS DETERMINATIONS TO THE RELEVANT STRATEGIC WEAPONS FACILITY, PACIFIC OR ATLANTIC, FOR APPROVAL ISSUANCE OF A TEMPORARY UNESCORTED BADGE WITH ACCESS TO THE WATERFRONT RESTRICTED AREA. BADGE EXPIRATION DATE WILL BE DETERMINED BY COMMAND SECURITY PROGRAM MANAGER.